

CALIFORNIA STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE (CALSIEC)

MEETING NOTES *Draft Version 7.19.06 AS*

Thursday, June 16th, 2006
10:00 A.M. to 4:00 P.M.
Held at the Burbank Fire Training Center

Meeting Purpose: Quarterly convening of CALSIEC continuing the re-focusing of the CALSIEC organization with emphasis and support including: CALSIEC/Public Safety Radio Strategic Planning Committee (PSRSPC) collaboration, interoperability solution planning and surveys, charter development, nomenclature standardization, and the California interoperability plan.

Next Meeting: October 6th, 2006 in Northern California – the location is still to be announced & finalized. CALSIEC meetings are noticed 30 days in advance. Check <http://www.calsiec.org> for the latest meeting information.

ACTION ITEMS	2
I. WELCOME & INTRODUCTIONS	2
II. EXECUTIVE GREETING.....	3
III. AGENDA REVIEW, GROUND RULES, CALSIEC COMMUNICATION INFORMATION.....	3
III. CHAIR’S REPORT.....	4
IV. ANNOUNCEMENTS, UPDATES, & REPORTS.....	4
<i>NIMS Update</i>	<i>4</i>
<i>OHS Grant Update: Release of DHS Funds to the States.....</i>	<i>5</i>
VII. INTEROPERABILITY SOLUTIONS / PLANS.....	6
<i>Tactical Audio Switching Work Group Volunteers.....</i>	<i>8</i>
VIII. STANDARD CHANNEL NOMEMNCLATURE AD-HOC WORK GROUP.....	9
<i>Additional Ad Hoc Nomenclature Volunteers.....</i>	<i>10</i>
IX. LUNCH PRESENTATIONS: REGIONAL INTEROPERABILTY ACTIVITIES	10
X. STATEWIDE INTEROPERABLE COMMUNICATIONS PLAN.....	10
<i>CA Interoperability Plan Work Group Volunteers</i>	<i>11</i>
XI. CALSIEC CHARTER & MEMBERSHIP	11
<i>Membership Review.....</i>	<i>11</i>
<i>Draft Governance Document.....</i>	<i>12</i>
<i>Governance Document Work Group Volunteers</i>	<i>13</i>
XII. REGIONAL PLANNING AREA GROUP BREAKOUTS.....	13
XIII. RADIO SYSTEM MUTUAL AID UPDATES	14
XIV. PSRSPC-CALSIEC UPDATES	15
<i>PSRSPC “Visioning” Document</i>	<i>15</i>
<i>PSRSPC Exploratory Market Survey.....</i>	<i>15</i>
XV. PUBLIC COMMENT PERIOD	15
XVI. MEETING EVALUATION	15

XVI. ADJOURNMENT	16
XVII. ATTENDANCE	17

Action Items

Formal Actions

1. CALSIEC adopted the Meeting Notes from the March 16th 2006 CALSIEC meeting.
2. By unanimous approval of CALSIEC, Jake McHatton replaced Tom Worden as the CA OES representative.
CALSIEC approved Sacramento County to take temporary stance (6 months) in capacity, operational procedures. The agreement was until the end of the year, December 31, 2006.
- Process**
3. Invite SPAWER give a CASM Tool demonstration at the next CALSIEC meeting.
4. CALSIEC will re-form the Tactical Audio Switching Work Group and make a joint work team with PSRSPC.
5. Robert Samaan will invite Urban Area TICP point of contacts to be involved with the CA Statewide Interoperable Communications Plan project.
6. A suggestion was made to have a listserv available on the CALSIEC website to sign up for information on regional meetings.
7. CALSIEC is exploring options for a logo design.

Volunteers for Assignments

8. Jake McHatton would take the lead in setting up a phone meeting to continue discussion about quality control and protocol issues for the online Assessment Survey.
 9. Volunteers to join the Tactical Audio Switching Work Group: Bill Carpenter, Mark Flath, Kevin Greene, Chris Hinshaw, Kevin Nida, John Penido, and Chris Souter.
 10. Volunteers to be added to the Ad Hoc Nomenclature Work Group: Brent Finster and Robert A. Stoeffel, Orange County Sheriff-Coroner Department
 11. Volunteers to work on the CA Interoperable Communications Plan: Brent Finster, Jake McHatton, Don Root, and Robert Samaan.
 12. Volunteers to work on the next draft of the CALSIEC Governance Document: Bill De Camp, Jake McHatton, John Penido, John Powell, and Robert Sedita.
-

I. WELCOME & INTRODUCTIONS

Chairman John Powell, CALSIEC Chair and Robert Sedita, CALSIEC Vice Chair, welcomed the Committee and public to the CALSIEC meeting. San Marino Fire Chief John Penido welcomed everyone to the meeting facility at Burbank Fire Training Center.

Also introduced was Adam Sutkus, meeting facilitator from the Center for Collaborative Policy (CCP), California State University, Sacramento. Adam was assisted by Julia Lee and David Sumi, also facilitators with CCP. There were brief introductions for participants around the room and on the conference phone.

Michele Elliot was introduced as the new representative from the CA Department of Health Services (CDHS). She was replacing Steve Demello on an interim basis until another CDHS executive takes the position.

Special thanks went to Chief John Penido for arranging the meeting site and lunch, and to Los Angeles City Fire Department Captain Kevin Nida volunteering to shuttle people to and from Burbank Airport.

II. EXECUTIVE GREETING

Frank McCarton, Chief Deputy Director, Governor's Office of Emergency Services (CA OES)

THIS SECTION NEEDS TO BE RE-FRAMED TO BE IN THE THIRD PERSON, AVOIDING FIRST PERSON... "MR MCCARTON DESCRIBED HOW EXCITING IS WAS FOR CA OES TO BE PART OF CALSIEC, AND... etc...

Mr. McHarton expressed excitement to be part of CALSIEC, and to see the level of the collaboration occurring between the PSRSPC and CALSIEC. To achieve statewide interoperability, PSRSPC and CALSIEC he noted that all groups will need to continue to work together on the many issues that the public safety radio community faces.

Mr. McHarton reiterated that CA OES is happy to help provide the leadership to continue to bring all stakeholders together in a united approach to achieving interoperability. OES leadership is here to contribute thoughts and ideas, but CALSIEC are the experts that really drive this effort.

He remarked that the Governor's Office and Cabinet have noticed the work that CALSIEC has been doing and are excited about the progress that has been made. Further he stated that we have come a long way in the last year, we still have a long way to go.

Chief Deputy Director McCarton offered these additional comments:

- We need to keep forging ahead and building relationships at all levels of government, and the private sector.
- We at the State level need to support each of our jurisdictions in the implementation of these new technologies and create governance agreements that will be the backbone of our statewide interoperable communications system.
- We also need to work with the Legislature to designate a dedicated, on-going source of funding.
- As stated in our last meeting, we will share PSRSPC and CALSIEC common agenda items and work together in true collaboration to achieve statewide interoperability.
- Everyone must keep our eyes on the prize for the sake of the health of our radio systems, and more importantly for the safety of our first responders.

III. AGENDA REVIEW, GROUND RULES, CALSIEC COMMUNICATION INFORMATION

Adam Sutkus & Julia Lee, CCP

Adam Sutkus and Julia Lee quickly reviewed the agenda and ground rules.

CALSIEC members were asked to fill out the CALSIEC Membership Communications Information Form (the blue form in their handout packets) and return it to a member of the facilitator team or dsumi@ccp.csus.edu. The purpose of the membership form is to enhance internal communication.

III. CHAIR'S REPORT

John Powell, CALSIEC Chairman

John Powell reported on major interoperability developments both in CA and nationally.

- CALSIEC's Standardized Nomenclature Work Group has held many meetings in last couple of months.
- The quarterly National Public Safety Telecommunications Council (NPSTC) meeting was held on June 12-14. NPSTC is the national-level umbrella organization of 13 organizations representing first responders and emergency support.
- A national blue ribbon task force on interoperability was announced by Homeland Security Secretary Michael Chertoff at the May 8th Tactical Interoperable Communications Conference in Washington, D.C. Sec. Chertoff himself will chair the task force. Several people from CA have been recommended to join the task force.
- Everyone is encouraged to read Sec. Chertoff's May 8th conference speech, available here: <http://www.dhs.gov/dhspublic/display?content=5596>
- U.S. Department of Homeland Security (DHS) grant fund allocations are significantly reduced for FY 06.
- CA's situation is complicated because it has two regions involved with 800 MHz rebanding at different times; no agency wants to reband their radios twice during the transition.
- DHS and ICTAP are focused on validating the Tactical Interoperable Communications Plans (TICPs) through the end of September. Orange County and Los Angeles County were both very successful.
- The media has been very interested in bringing attention to TICIP evaluation exercises.

Approval of March 16, 2006 CALSIEC Meeting Notes

By consensus, CALSIEC members approved the meeting notes from the March 16, 2006 CALSIEC Meeting.

- One amendment: Page 17 change "Contra Costa Consolidated Fire" to "Contra Costa Fire"

IV. ANNOUNCEMENTS, UPDATES, & REPORTS

NIMS Update

Adam Sutkus, Center for Collaborative Policy

- CA OES was conducting SEMS/NIMS training workshops throughout California in June and July. About 50 people were attending each workshop.
- Interoperable communication is a component of NIMS.
- OES needs experts to join the *SEMS Specialist Committee* for Interoperability. It would make sense for members of CALSIEC and PSRSPC to formally make up the SEMS Specialist Committee. Volunteers are welcome and a formal group will be formed soon.

John Powell: Peace Officer Standards and Training (POST) has approved NIMS training curriculum for law enforcement agencies in CA. Unfortunately, it has been tied up with DHS procurement in Washington D.C., but it is being put on the fast track.

OHS Grant Update: Release of DHS Funds to the States

Robert Samaan, Deputy Director, Governor's Office of Homeland Security (OHS)

- CA has received its FY 06 grant award documents from DHS.
- CA received \$231 million as a whole, approximately 14% of the total national allocation but only about half of the amount of last year's award.
- The State Homeland Security Program was the hardest hit...
 - SHSGP allocation is \$47.5 million
 - UASI allocation is \$136.2 million
- Due to changes in UASI risk formulas, San Diego and Sacramento were dropped off the list (they are still eligible for sustainable funding, but they may be dropped next year). Other high-risk cities fell off too, such as Phoenix and Las Vegas.
- Hope is that formula will change in 2007. CA Congressional Delegation working closely with Sacramento and San Diego.
- Applications are due back to OHS on June 30th. OHS then has 30 days to obligate money for locals for the FY 06 Program.

Questions:

- *Is OHS holding back Urban Area funds?*

Mr. Samaan explained that, this year, OHS is holding back 20% of Urban Area funds. However, even though the State is holding it, by law that money must be used in Urban Areas. The reason? When the State did its Program Capability Review for the statewide grant application, it looked at national priorities and planning scenarios. The decision to hold back was based on the gaps identified in the Program Capability Review. Since the State Homeland Security Program was cut, OHS decided to hold back 20% for projects that are of highest priority.

OHS will coordinate with the locals, and it may well be that the 20% goes back to fund the locally preferred projects. There are a lot of problems that state doesn't have money to address in its share. Because all funding is tighter this year, that money needs to coordinate so that it goes where it is most needed.

CALSIEC members may call Robert Samaan directly if they have questions.

Assessment Surveys

Jake McHatton, Chief of Telecommunications, CA OES

CALSIEC and PSRSPC are collaborating on an online public safety radio systems assessment in California. The assessment, conducted and sponsored by CA OES, is addressing systems at all levels of government in order to have analysis of interoperability. The assessment begins with a survey to be completed by the communications staff of agencies that operate radio systems. It is due to be completed by July 31, 2006.

The results of this assessment will be used for several purposes:

- Planning the State's investment in implementing fixed and mobile "Gateway" systems to achieve immediate interoperability.
- Designing future systems for State agencies
- Assisting local and regional agencies in developing future systems
- Providing information for the State Enhancement Plan in support of annual Homeland Security Grant Applications

- Assisting local and regional agencies in developing Tactical Interoperable Communications Plans
- Developing the State Interoperable Communications Plan

The resulting baseline assessment will be critical for future funding. It will be used to report gaps and progress to DHS, Congress, and the Legislature. Also, it will help to dispel the myth that everyone works in silos, that nothing is getting done.

OES Communications Coordinators will provide assistance by contacting jurisdictions and maintaining records by region. The online survey is available as link on the CALSIEC, PSRSPC, and CA OES websites. The 3 OES Communications Coordinators are:

- | | |
|---------------------------|--|
| 1) MAR Region I, VI: | John N. Hudson (john_hudson@oes.ca.gov) |
| 2) MAR Region II: | George Lowry (george_lowry@oes.ca.gov) |
| 3) MAR Region III, IV, V: | Bill Pennington (bill_pennington@oes.ca.gov) |

Survey data will be kept confidential to PSRSPC and CALSIEC as a joint project. Report-level data will be available to the public. Instructions are available on the website.

Questions:

- *Isn't SAFECOM doing a survey too?*

Chairman Powell explained that SAFECOM is doing similar type of survey, on a national level. The CALSIEC/PSRSPC joint survey is more specific and useful. 22,000 surveys were distributed throughout the country. DHS requires first responder agencies to complete the national survey as a funding contingency.

- *Will regional communications system operators have a chance to see and validate data that customers are generating?*

Mr. Mchatton explained that CALSIEC will decide the policy on the use of information. We need to assure users of confidentiality. A major reason why people choose not to fill out surveys is that they want to keep their information private. This is a flexible database, and CALSIEC and the PSRSPC Executives are to set up a policy of use and proper protocol for data.

Comment: Concerned that public safety agencies may not know how to answer the questions in this survey.

- CALSIEC agreed to have an ad hoc group of interested CALSIEC members to continue discussion about quality control and protocol issues in an offline meeting. Jake McHatton would take the lead in setting up the meeting.

VII. INTEROPERABILITY SOLUTIONS / PLANS

Tactical Gateways in Alameda County

Randy Hagar, Deputy Director, General Services Agency Communication, County of Alameda

Alameda County provides a notable example of locally-owned tactical gateway units made available for mutual aid. It is a model for other counties think about when doing their Tactical Interoperable Communication Plans (TICPs).

Randy Hagar from the County of Alameda described the gateway units owned by the County of Alameda as part of the East Bay Regional Communication System (EBRCS). Tactical Interoperable Communications Kits (TICKs) are mobile gateways that can be transported by van, helicopter, 82-foot boat, or fixed wing aircraft. Any public safety agency in CA can request use of these devices via the mutual aid process and ICS. Because it is mutual aid, they are provided at no cost to the requesting agency.

The gateways tests during Golden Guardian were mostly successful, with some problems tying into San Jose Police Department because they did not have directions as to which San Diego PD frequency to patch. This reveals a critical limitation: users must identify preprogrammed home frequencies to be patched and be consistent with standard operating procedures.

Questions:

- *How do they tie into LARTCS and the DOJ 25 Cities Project in San Francisco?*

Alameda County's tactical gateways don't necessarily tie into any project. The units are designed to be generic and flexible to any situation. They can be reprogrammed on-the-fly.

- *How do we reach you during events for deployment needs?*

You would use the standard mutual aid request process. Alameda County OES will call the sheriff dispatcher, who calls Randy Hagar's technician. Deployment time is within 1 hour to set up anywhere in County operational area, with no specific deployment timelines outside of the operational area. Alameda County's technicians travel with the equipment.

It is important that all requests go through mutual aid system in order to properly keep track of inventory so resources are not overcommitted.

Tactical Interoperable Communications Plans (TICPs) for all Operational Areas

Robert Samaan, Deputy Director, OHS

At the previous CALSIEC meeting in March, CA OHS had reported about the State's plans to use Homeland Security Grant Program funds to deploy gateways throughout CA. However, these gateways will need governance structure to be useful. The 44 gateways initially proposed for Homeland Security Grant funding may be too high of a number. The State may not need to purchase redundant gateways if we use existing resources wisely.

Following up on the TICPs recently done by the Urban Areas, the State plans to expand TICPs to all Operational Areas. Not all Operational Areas will necessarily have separate TICPs, but all Operational Areas should be covered by a TICIP. Statewide coverage of TICPs can determine how many gateways are already in CA, what frequencies are available, and where there are gaps in coverage. A well-informed baseline from TICPs will serve the missions of both CALSIEC and PSRSPC.

CA OHS seeks CALSIEC's help to determine what geographical areas sense for TICPs. CALSIEC Planning Areas can talk about how many TICPs are needed in each region.

CA OHS and CA OES are going to hire contractors (e.g., ICTAP) to provide direct support to local governments to develop TICPs.

ICTAP has authorized John Powell to do work with the State to support interface with contractor. One of big tools available now is the Communications Assets Survey Mapping (CASM) Tool... soon able to merge areas into a statewide picture. For the next CALSIEC meeting, SPAWER should be invited to run their CASM Tool demo.

Discussion on Tactical Gateway Issues:

- From the front-line perspective, need to stress standard operating procedures (SOPs).
- Use the mutual aid system; don't skip links in system.
- Eliminate gateway devices in close proximity to each other.
- Give control to those most familiar with local SOPs. Otherwise multiple agencies will show up with their own gateways, and every level 2 supervisor will want to flip on their switch at once.
- We need to only patch predesignated patching frequencies. If you hijack a local operating frequency, it's lost for day-to-day community functions.
- Need to a way to find offending units and turn them off.
- The Gateway blanket SOP from the Los Angeles County TICP is a good model to addresses issues; it would be nice to have it part of a standard plan.
- There should be a scoring system.
- CALSIEC and/or PSRSPC can form a technical forum to recommend having audio ID for every grant-funded gateway in the state – make it a requirement that they be registered with a unique serial number.
- Any technological solution would have to be a generic, after-market add-on.
- There needs to be legislation to control gateway access
- Gateway users must be trained and licensed. It should be unlawful for someone to turn on a gateway without a license.
- ICTAP has created an *Audio Gateway Handbook*.
- During large wildfire operations, frequencies are a controlled resource. That model should be applied to state channels available for gateway field use.

In Los Angeles County, there is a working group that is working on tactical gateway issues. They are looking into using Morse code to identify units every 30 minutes.

CALSIEC agreed to re-form the Tactical Audio Switching Work Group that will work jointly with PSRSPC on tactical gateway issues.

Tactical Audio Switching Work Group Volunteers

The following people volunteered to be part of the Tactical Audio Switching Group:

- Bill Carpenter
- Kevin Nida
- Mark Flath
- Kevin Greene, CHP
- Chris Hinshaw
- John Penido

- Chris Souter
-

VIII. STANDARD CHANNEL NOMENCLATURE AD-HOC WORK GROUP

Adam Sutkus outlined ground rules for this topic for the group: there is no benefit to continue revisiting 'what happened' with the national system development—and why California's full range of issues were not addressed. The important task at hand for the group now is to move forward and develop acceptable 'work-arounds' that will allow a successful interface between the national standard and California. The Work Group formed at the last CALSIEC meeting has done an outstanding job of working through this complex issue and suggesting viable alternative for all users. The Standard Channel Nomenclature Ad-Hoc Work Group had met 4 times since the March 16 CALSIEC Meeting. The work group produced a 2-page concept paper handout with background information on regional NCC Interoperability Channels. The paper successfully achieves a 'matrix' outlining the interface between the new national standard and common practice in the Fire services for California.

Near-term agreement on a statewide standard is critical, whether such a standard is a NCC national standard or a hybrid scheme. There is an opportunity for CA to handle the nomenclature transitions at the same time as public safety is undergoing 800 MHz rebanding – during the next 24 months technicians will be touching every public safety radio. There is also an opportunity to include educational material into the 2007 FIRESCOPE Field Operations Guide (issued every 3 years) which is intended to go to press this winter. It is also possible that DHS and Congress may tie future funding to compliance with the national standard.

Comments:

- Fire services expressed concern that the national standard names are confusing to firefighters in the field, and that the FIRESCOPE names work better.
- The law enforcement community has not raised major objections to the NCC's national scheme; most of the concern has come from the fire community.
- There was a suggestion to end the name of national frequencies with an "N" and spell out "FIRE" completely (not shorten to "FIR"). A desire exists to keep the nomenclature as simple as possible. It is also important to keep the 2 digit channel identifier.
- There was concern that most incidents are on a small and medium scale, it was most important that firefighters have a system that is simple, understandable, and unmistakable.
- It was argued that the few times CA firefighters go out of state, or on the rare occasion when others bring resources into CA from out of state, it is better to keep familiar nomenclature (using an "N" for national). While it is good if everyone uses the same system nationwide, if we already have a better system, it doesn't make sense to trade down.
- There was concern that the CALSIEC members needed more time to review the ad-hoc work group's products.

Action Item:

The Standard Channel Nomenclature Ad-Hoc Work Group will reconvene to further develop its proposal to create an interface between the national standard and California Fire Services standard practice. The refined proposal will be given to FIRESCOPE for consideration and action.

Additional Ad Hoc Nomenclature Volunteers

The following people volunteered to be added to the Ad Hoc Nomenclature Work Group:

- Brent Finster.
 - Robert A. Stoeffel, Orange County Sheriff-Coroner Department
-

IX. LUNCH PRESENTATIONS: REGIONAL INTEROPERABILITY ACTIVITIES

3-minute briefings were made on various regional interoperability activities:

- Alameda County/Bay Area – Randy Hagar, Alameda County
 - Los Angeles Regional Tactical Communications System (LARTCS) – Robert Sedita, LARTCS
 - Interagency Communications Interoperability System (ICIS) – Don Wright, ICIS
 - Silicon Valley – Sheryl Contois, Palo Alto Police Dept.
 - Orange County – Robert Stoeffel, Orange County
 - San Diego-Imperial County Regional Communications System – Don Root, San Diego-Imperial County RCS
 - San Bernardino County – Tim Traeger, San Bernardino County
-

X. STATEWIDE INTEROPERABLE COMMUNICATIONS PLAN

Brent Finster, FIREScope

Brent Finster presented a skeleton template of a CA Statewide Interoperable Communications Plan that he developed while doing a review of the Oakland/East Bay USASI TICP. The template took information from the CALSIEC website and organized using the SAFECOM Continuum of Interoperability.

- CALSIEC should consider having its own logo. A sample logo was included in Brent's template.
- Most of the information needed for the Statewide Interoperable Communications Plan already exists or is being gathered through the Assessment Survey.
- Brent Finster does not intend to write the actual Plan – this must be a CALSIEC-wide effort.
- If CALSIEC members divide tasks and sections, then the Plan could be written in 6 to 12 months.
- The Plan is envisioned to consist of multiple annexes from existing plans (CLEMARS, MALEMARS, CALCORD, FIREMARS, etc.), with an overall strategic approach fastened together by one front-end document. There needs to be consistent language for a Common SOP master document.

Comments:

- CALSIEC's Statewide Interoperable Communications Plan effort coincides with PSRSPC's "Master Plan" effort which will be due to the legislature at the beginning of 2007.
- SAFECOM may be able to help with this effort.

- ICTAP may also be able to share resources and expertise in the development of the CA Plan (John Powell and Robert Samaan will pursue commitments federally).
- If we can have permission from all existing TICPs to find common areas as basis for the Statewide Interoperable Communications Plan, a significant step forward in coordination could result.
- DHS will not share copies of Urban Area TICPs. OHS has copy of every TICIP, but OHS is not allowed to share them outside of the individual Urban Areas that submitted them. But, if author of each area agrees, OHS should be able to share.
- It is important to have TICIP representation not just from Urban Area but also have folks from smaller county Operational Areas -- the final product should not be a multi-Urban Area plan but a truly statewide plan.
- The work team should include SMARS in its review of existing plans.
- It is also important to have representation from each CALSIEC Planning Area. Rural areas face special constraints for participation (remote locations and lack of travel funding). However, this can be a useful way for some counties to spend unused grant money.

CA Interoperability Plan Work Group Volunteers

The following people volunteered to be part a CA Interoperability Plan Work Team to write the CA Interoperability Plan. They will meet, make assignments, reach conclusions on document structure, and further develop Brent Finster's outline.

- Brent Finster
- Jake McHatton,
- Don Root
- Robert Samaan

Robert Samaan will contact Urban Area TICIP point of contacts to be involved with CA Statewide Interoperable Communications Plan.

An initial phone meeting was set up for Monday, July 10th at 3:00 pm. :

XI. CALSIEC CHARTER & MEMBERSHIP

Bill De Camp, FCC Region 5 Regional Planning Committee: 800 MHz

Membership Review

Bill De Camp reviewed the current membership of CALSIEC.

- Total # of positions: 45
- Positions filled: 36
- Positions vacant: 9
- Average member attendance per meeting: 21

Additional guidance on membership was needed to address the vacant positions.

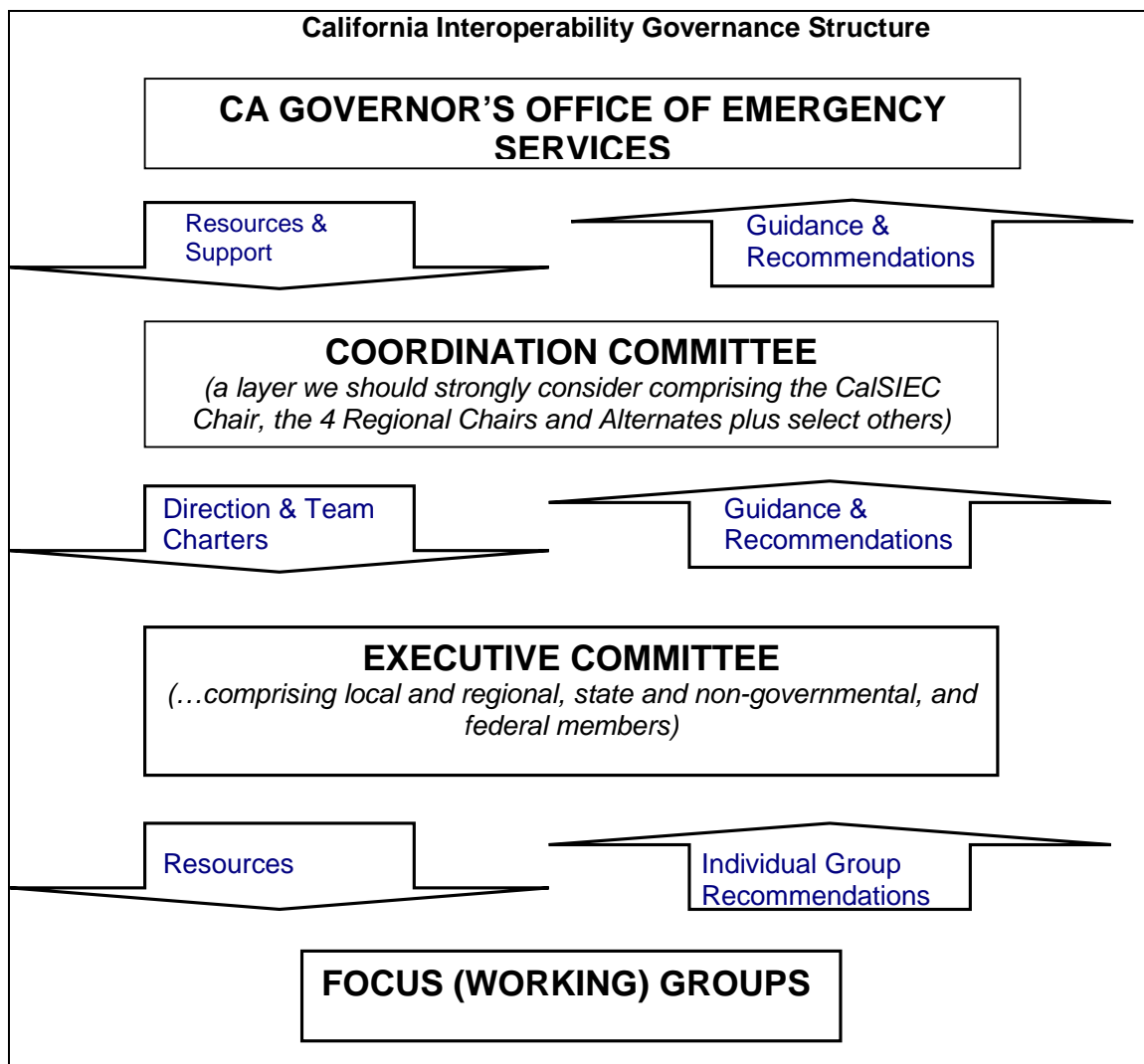
- By unanimous approval of CALSIEC, Jake McHatton replaced Tom Worden as the CA OES representative.

- Mike Guerin was identified as a likely candidate to fill in the vacant positions for Colleges & Universities. He formerly served as chief of the CA OES Law Enforcement Branch is now Chief of Police for Cal Poly Pomona.
- CALSIEC might consider *ex officio* membership to formally recognize a broader body of observer participation.

Draft Governance Document

Bill De Camp presented draft governance document, entitled “Preliminary Draft CALSIEC Governance Document”. The introduction takes text from the CALSIEC website and incorporates the CALSIEC mission and vision statement proposed at the March 16, 2005 CALSIEC meeting.

Out of concern about the large number of members and the need for agility, this draft governance document introduces an entity called the “Coordination Committee”. The Coordination Committee would consist of the Chair, Vice Chair, and Chairs of the 4 Regional Planning Areas. The main body of CALSIEC would be called the “Executive Committee”. The proposed structure is shown in the figure below:



Comments:

- The “Coordination Committee” as shown in the diagram essentially needs to be called the “Executive Committee of the Executive Committee.” The structure must remain in place to be consistent with FCC requirements. It might be called the “Steering Committee”
- Public utilities should be represented on the Executive Committee, especially telecommunications and power utilities. A suggestion was made to add the CA Utilities Emergency Association (CUEA) to the membership.
- The existing CALSIEC membership is designed to bring representatives of key first responder and support organizations regionally throughout state, and members carefully selected to have people that would be active. Beyond that, it was not meant to exclude anybody who is interested.
- Concern: If both CALSIEC and PSRSPC are approaching the “systems of systems” concept,” how do we ensure systems managers are part of this governance?
 - A: Involve them at the CALSIEC Planning Area level
- A question is whether to organize representation by *geography* or *function*. CALSIEC membership is currently by functional statewide groups, while the regional planning efforts are based on geography. There is a disconnect that needs to be reconciled in the next version of the governance document.
- A suggestion was made to reduce the number of Members at Large (MAL) and bring them back in as regional representatives.

Governance Document Work Group Volunteers

The following people volunteered to work on the next draft of the CALSIEC Governance Document:

- Bill De Camp
- Jake McHatton
- John Penido,
- John Powell
- Robert Sedita

XII. REGIONAL PLANNING AREA GROUP BREAKOUTS

The Committee and public broke into small groups by CALSIEC Planning Area to quickly discuss issues related to the assessment survey, standardized nomenclature, membership issues, and the draft governance document. Planning Groups then reported to the full committee.

Southern Regional Planning Area:

Report out by Robert Sedita, CA State Sheriffs Association, South

- The Southern Planning Area group has already met 3 times and will have its next meeting in the next 6 weeks.
- They have been actively communicating, forwarding their meeting minutes, and designing their organizational structure.
- They will do outreach to the outlying counties (including Mono, Inyo, and Kern)

Central Valley Regional Planning Area:

Report out Ken Alvis, CA State Association of Counties

- The Central Planning Area is busy making regional contacts.
- ICTAP has done a lot a lot of work with Fresno.

Capitol/Bay Area Regional Planning Area:

Report out by Bill De Camp, FCC Region 5 Regional Planning Committee: 800 MHz

- Struggling to form its membership, current emphasis on UASIs and Super UASI.
- It is seeking representatives from:
 - SF SUASI
 - SF UASI
 - Oakland UASI
 - San Jose UASI
 - Sacramento UASI
 - I-80 Corridor Group
 - Op Areas (counties) – 3 from each: Law, Fire, EMS
 - State: CHP, CDF, EMSA, CA OES
 - Federal
 - Military, US Coast Guard
 - Tribal

Northern Regional Planning Area:

Report out by Robert Samaan, OHS

- Robert Samaan, OHS, proposed that a group of CALSIEC members go to the Northern Region for targeted outreach and engagement regarding TICPs. (With the eventual goal of engaging with all 4 of the Planning Areas individually)

A suggestion was made to have a listserv available on the CALSIEC website to sign up for information on regional meetings.

XIII. RADIO SYSTEM MUTUAL AID UPDATES

John Powell, CALSIEC Chairman

CLEMARS and FIREMARS have licensing/use issues. The State has been given a notice of violation. When CALSIEC was formed, it assumed responsibility for CLEMARS licensing and exemptions, but for the last couple of years these matters have been left unaddressed. .

Orange and Riverside counties both have CLEMARS stations that are operating unlicensed and in violation of the CLEMARS Agreement as it stood at the time CALSIEC was formed. Both are performing valuable functions. CALSIEC is needed to address what actions need to be taken by them (primarily some Operational Agreements) so that CA OES can get those stations licensed.

There has also been a request from Sacramento County Fire for temporary low power use of an 800 MHz channel while they do some system work. CA OES needs direction from CALSIEC as to which channel is appropriate to use. Technically, the CA Department of General Services holds the license (the State is the licensee of all CLEMARS licenses).

CALSIEC approved Sacramento County to take temporary stance (6 months) in capacity, operational procedures. (not sure what this sentence says...)

XIV. PSRSPC-CALSIEC UPDATES

Mary Cook, CA Emergency Medical Services Authority (EMSA) and Bill De Camp, FCC Region 5 Regional Planning Committee: 800 MHz

PSRSPC “Visioning” Document

Mary Cook, EMSA, with help from others, is in the process of writing a high-level strategic visioning document to describe where we want CA to be in terms of interoperability in the next 20 years. This document would be used to help educate decision makers. She invited CALSIEC members to give her input as she develops it for presentation to the PSRSPC Executives. This visioning document will lead to a Strategic Framework Document, which will eventually lead to the PSRSPC’s Master Plan to the legislature.

PSRSPC Exploratory Market Survey

PSRSPC held an Exploratory Market Survey during June 2005, inviting large-scale integrators to give presentations on potential interoperability solutions based on 41 “system of systems” criteria. PSRSPC interviewed with 9 large scale integrators, which gave a good overview of the diversity in the vendor community.

The “System of System (SOS) Capabilities Criteria” document, primarily authored by Bill De Camp, will be an important document for both PSRSPC and CALSIEC as a starting point to define what to look for in equipment. The list is a compilation of key and consistent messages and issues of what is interoperable communications.

XV. PUBLIC COMMENT PERIOD

Steve Smith, M/A COM thanked CALSIEC for the meeting. The presentations and discussions help the vendor community to understand how to better respond to customer needs.

XVI. MEETING EVALUATION

Adam Sutkus, meeting facilitator, asked those present for their feedback on the meeting:

Suggestions for Improvement:

- Cookies!

What Worked Well:

- The facilitators did a good job of making the meeting run smoothly.

In an informal poll, the “blue” CALSIEC logo candidate received the most votes.

XVI. ADJOURNMENT

The Meeting was adjourned at 4:00 pm.

XVII. Attendance

CALSIEC Members Present (20):

Ken Alvis, CA State Association of Counties
Bill Carpenter, American Red Cross
Mary Cook, CA Emergency Management Services Authority
Gary David Gray, CA Public Safety Radio Association, South
Bill De Camp, FCC Region 5 Regional Planning Committee: 800 MHz
Michele Elliot, CA Department of Health Services
Loretta Fine, CA Department of Corrections and Rehabilitation
Brent Finster, FIRESCOPE, North
Mark Flath, U.S. Secret Service
Chris Hinshaw, San Diego-Imperial County RCS [Member at Large (MAL)]
Don Manzer, CA Department of Justice
Ferdinand Milanes, Caltrans
Kevin Nida, FIRESCOPE
John Penido, CA Fire Chiefs Association, South
John Powell, CALSIEC Chair
Don Root, San Diego-Imperial County RCS [MAL]
Robert Samaan, Governor's Office of Homeland Security
Robert Sedita, CA State Sheriffs Association, North
Don Wright, Glendale Fire Department [MAL]
Kim Zagaris, CA OES Fire and Rescue

Observers (21):

Craig Bassett, Bassett Sales
Jose Betance, Los Angeles County EMS
Rick Brit, San Bernardino County Fire Department
Marlo Brush, Governor's Office of Emergency Services (CA OES)
Kris Caceres, CA OES
Luis Castillo, Los Angeles County ISD
Sheryl Contois, Palo Alto Police Department
Dave Cummings, CA National Guard
Randy Hagar, County of Alameda
Bob Lamose, Raytheon/JPS
Julia Lee, Center for Collaborative Policy, CSU Sacramento
Meghan Masera, CA OES
Jake McHatton, CA OES
Frank McCarton, CA OES
Sue Plantz, CA OES
Steve Smith, M/A COM
Robert Stoffel, County of Orange
David Sumi, CCP
Adam Sutkus, CCP
Tim Trager, San Bernardino County ISD
Jaime Urrutia, Los Angeles County Fire Department